

UNIT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

S M T W TH F S

1	*2	3	4	5	6	7
8	9	10	11	12	<del>8</del> 13	14
15	*16	17	18	19	<del>20</del>	21
22	23	24	25	26	<del>8</del> 27	28
29	30	31				

JANUARY

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
160  
16  
\*2  
178  
+2

S M T W TH F S

						1
2	3	*4	5	6	7	8
9	10	11	12	13	<del>8</del> 14	15
16	17	18	19	20	<del>21</del>	22
23	24	25	26	27	<del>8</del> 28	29
30	31	1				

JULY

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
169  
8  
\*1  
178  
+2

FEBRUARY

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
151  
16  
\*2  
169  
+1

			1	2	3	4
5	6	7	8	9	<del>8</del> 10	11
12	*13	14	15	16	<del>17</del>	18
19	*20	21	22	23	<del>8</del> 24	25
26	27	28	1			

AUGUST

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
178  
0  
0  
178  
+2

			2	3	4	5
6	7	8	9	10	<del>8</del> 11	12
13	14	15	16	17	<del>18</del>	19
20	21	22	23	24	<del>8</del> 25	26
27	28	29	30	31		

MARCH

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
169  
0  
0  
169  
-7

				2	3	4
5	6	7	8	9	<del>8</del> 10	11
12	13	14	15	16	<del>17</del>	18
19	20	21	22	23	<del>8</del> 24	25
26	27	28	29	30	<del>31</del>	

HC EARNED

8

SEPTEMBER

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
151  
8  
\*1  
160  
-8

					4	2
3	*4	5	6	7	<del>8</del>	9
10	11	12	13	14	<del>15</del>	16
17	18	19	20	21	<del>8</del> 22	23
24	25	26	27	28	<del>29</del>	30

APRIL

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
169  
0  
0  
169  
+1

						1
2	3	4	5	6	<del>8</del> 7	8
9	10	11	12	13	<del>14</del>	15
16	17	18	19	20	<del>8</del> 21	22
23	24	25	26	27	<del>28</del>	29
30	1					

OCTOBER

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
169  
8  
\*1  
178  
+2

1	2	3	4	5	<del>8</del> 6	7
8	*9	10	11	12	<del>13</del>	14
15	16	17	18	19	<del>8</del> 20	21
22	23	24	25	26	<del>27</del>	28
29	30	31				

MAY

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
169  
8  
\*1  
178  
+2

		2	3	4	<del>8</del> 5	6
7	8	9	10	11	<del>12</del>	13
14	15	16	17	18	<del>8</del> 19	20
21	22	23	24	25	<del>26</del>	27
28	*29	30	31			

NOVEMBER

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
169  
8  
\*1  
178  
+2

			1	2	<del>8</del> 3	4
5	6	7	8	9	<del>10</del>	11
12	13	14	15	16	<del>8</del> 17	18
19	20	21	22	*23	24	25
26	27	28	29	30		

HC EARNED

16

JUNE

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
177  
0  
0  
177  
+1

				1	<del>8</del> 2	3
4	5	6	7	8	<del>9</del>	10
11	12	13	14	15	<del>8</del> 16	17
18	19	20	21	22	<del>23</del>	24
25	26	27	28	29	<del>8</del> 30	

DECEMBER

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
159  
8  
\*1  
168  
0

					<del>8</del> 1	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>8</del> 15	16
17	18	19	20	21	<del>22</del>	23
24	*25	26	27	28	<del>8</del> 29	30
31						